

Finance Department

Scott P. Johnson, Director

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To manage, protect and report on the City of San José's financial resources to enhance the City's financial condition for residents, businesses and investors

City Service Area

Strategic Support

Core Services

Debt and Risk Management

Provide cost effective financing and insurance coverage for the City's capital assets

Disbursements

Facilitate timely and accurate payment of the City's financial obligations

Financial Reporting

Provide accurate and meaningful reporting on the City's financial condition

Purchasing and Materials Management

Purchase and provide quality products and services in a cost-effective manner

Revenue Management

Collect and invest the City's resources to enhance the City's financial condition

Strategic Support: Analytical Support, Budget/Fiscal Management, Human Resources Management, Contract Administration, and Administrative Support

Finance Department

Department Budget Summary

	2004-2005 Actual 1	2005-2006 Adopted 2	2006-2007 Forecast 3	2006-2007 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Debt and Risk Management	\$ 989,609	\$ 1,234,307	\$ 1,353,100	\$ 1,353,100	9.6%
Disbursements	1,535,545	1,642,336	1,780,719	1,780,719	8.4%
Financial Reporting	1,430,387	1,569,819	1,662,725	1,662,725	5.9%
Purchasing and Materials Management	83,150	2,471,805	2,806,324	3,082,002	24.7%
Revenue Management	4,503,418	5,243,438	5,330,183	6,072,735	15.8%
Strategic Support	1,320,452	1,372,617	1,512,287	1,512,287	10.2%
Total	\$ 9,862,561	\$ 13,534,322	\$ 14,445,338	\$ 15,463,568	14.3%
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 9,008,734	\$ 11,651,700	\$ 12,953,515	\$ 13,578,345	16.5%
Overtime	8,427	61,544	63,218	63,218	2.7%
Subtotal	\$ 9,017,161	\$ 11,713,244	\$ 13,016,733	\$ 13,641,563	16.5%
Non-Personal/Equipment	845,400	1,821,078	1,428,605	1,822,005	0.1%
Total	\$ 9,862,561	\$ 13,534,322	\$ 14,445,338	\$ 15,463,568	14.3%
Dollars by Fund					
General Fund	\$ 7,645,337	\$ 9,773,059	\$ 10,330,117	\$ 10,934,954	11.9%
Airport Maint & Oper	45,777	91,808	104,836	104,836	14.2%
Comm Dev Block Grant	168,898	170,858	188,209	188,209	10.2%
Conv & Cultural Affairs	40,775	41,145	48,716	48,716	18.4%
Integrated Waste Mgmt	1,146,022	1,552,374	1,691,899	1,992,813	28.4%
Low/Mod Income Hsg	161,353	173,361	192,127	192,127	10.8%
Muni Health Svcs Program	29,552	30,325	33,522	33,522	10.5%
PW Program Support	0	37,256	41,071	41,071	10.2%
Sewer Svc & Use Charge	512,726	580,302	645,180	690,553	19.0%
SJ/SC Treatment Plant Oper	22,516	134,303	154,584	154,584	15.1%
Stores	0	949,531	1,015,077	1,015,077	6.9%
Storm Sewer Operating FD	0	0	0	30,936	100.0%
Water Utility	0	0	0	36,170	100.0%
Capital Funds	89,605	0	0	0	0.0%
Total	\$ 9,862,561	\$ 13,534,322	\$ 14,445,338	\$ 15,463,568	14.3%
Authorized Positions	106.00	132.00	132.00	134.00	1.5%

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Budget Reconciliation

(2005-2006 Adopted to 2006-2007 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2005-2006):	132.00	13,534,322	9,773,059
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Business Tax Amnesty Program		(228,400)	(228,400)
• Rebudget: Business Information Management System Program		(135,000)	(135,000)
One-time Prior Year Expenditures Subtotal:	0.00	(363,400)	(363,400)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations:		1,306,291	925,332
- 1.0 Insurance Analyst to Administrative Manager			
- 1.0 Senior Account Clerk to Principal Account Clerk			
- 1.0 Senior Analyst to Administrative Manager			
- 1.0 Staff Technician to Administrative Assistant			
• Funding shift for Senior Analyst from Stores Fund to more appropriately account for staff time spent on General Fund activities		0	30,001
• Increase in postage costs		5,125	5,125
• Changes in vehicle maintenance and operations costs		(37,000)	(40,000)
Technical Adjustments Subtotal:	0.00	1,274,416	920,458
2006-2007 Forecast Base Budget:	132.00	14,445,338	10,330,117
Investment/Budget Proposals Approved			
Purchasing & Materials Management			
Strategic Support CSA			
• U.S. Mail and Inter-Office Mail Processing Reorganization	(1.00)	(67,840)	(67,840)
• Procurement Reforms/Management Staffing and Software	2.00	343,518	343,518
Purchasing & Materials Subtotal:	1.00	275,678	275,678
Revenue Management			
Strategic Support CSA			
• Consolidated Utility Billing System (C-UBS) Implementation		413,393	0
• Investment Program Staffing	1.00	100,759	100,759
• Rebudget: Business Tax Amnesty		228,400	228,400
Revenue Management Subtotal:	1.00	742,552	329,159
Total Investment/Budget Proposals Approved	2.00	1,018,230	604,837
2006-2007 Adopted Budget Total	134.00	15,463,568	10,934,954

Finance Department

Departmental Position Detail

Position	2005-2006 Adopted	2006-2007 Adopted	Change
Account Clerk II	10.00	10.00	-
Accountant II	16.00	16.00	-
Accounting Technician	10.00	10.00	-
Administrative Assistant	0.00	1.00	1.00
Administrative Manager	2.00	4.00	2.00
Administrative Officer	2.00	2.00	-
Analyst II	2.00	2.00	-
Buyer II	6.00	6.00	-
Central Services Supervisor	1.00	1.00	-
Deputy Director	4.00	4.00	-
Director of Finance	1.00	1.00	-
Financial Analyst	6.00	7.00	1.00
Insurance Analyst	1.00	0.00	(1.00)
Investigator Collector	13.00	13.00	-
Mail Processor	1.00	1.00	-
Office Specialist	6.00	6.00	-
Principal Account Clerk	3.00	4.00	1.00
Principal Accountant	2.00	2.00	-
Principal Office Specialist	1.00	1.00	-
Program Manager II	1.00	1.00	-
Senior Account Clerk	18.00	17.00	(1.00)
Senior Accountant	3.00	3.00	-
Senior Analyst	4.00	5.00	1.00
Senior Investigator Collector	2.00	2.00	-
Senior Office Specialist	2.00	2.00	-
Senior Warehouse Worker	1.00	1.00	-
Staff Specialist	1.00	1.00	-
Staff Technician	1.00	0.00	(1.00)
Supervising Accountant	2.00	2.00	-
Warehouse Supervisor	1.00	1.00	-
Warehouse Worker I	4.00	4.00	-
Warehouse Worker II	5.00	4.00	(1.00)
Total Positions	132.00	134.00	2.00